



Where Quality Is A Lifestyle

October 9, 2012

PROPOSAL #P856

Gentlemen:

Fayette County, Georgia is seeking proposals from qualified contractors for the replacement of two existing gasoline dispensers. You are invited to submit a proposal in accordance with the specifications and information contained herein. All required information shall be included with your proposal. Any exceptions to the specifications shall be listed in the space provided.

A mandatory pre-proposal conference will be held at 2:00 p.m. on Tuesday, October 23, 2012 at Fayette County Fleet Maintenance, 115 McDonough Road in Fayetteville, GA. All companies and interested parties are invited and strongly urged to attend. This will be the opportunity to voice all questions, concerns and comments about this request for proposal and have them addressed. It is important that you attend.

All questions and inquires concerning this request for proposals or the specifications shall be addressed in writing to Trina C. Barwicks, Contract Administrator of Purchasing, 140 Stonewall Avenue West, Suite 101 in Fayetteville, Georgia 30214 from 8:00 a.m. to 5:00 p.m. The telephone number is (770) 305-5420, Fax: (770) 719-5515 and/or Email Address: tbarwicks@fayettecountyga.gov. Deadline for all questions is 10:00a.m., Friday, October 5, 2012. Any deviations from this procedure for questions or information pertaining to this request for proposal may result in your proposal being rejected.

Your proposal should be on the attached pricing sheet. All prices shall be F.O.B. Destination, Fayette County. Be sure to include the proposal number and reference along with your company's name and address on the sealed envelope in which the proposal is returned.

PROPOSAL MUST BE SUBMITTED TO:
FAYETTE COUNTY PURCHASING DEPARTMENT
140 STONEWALL AVENUE WEST, SUITE 101
FAYETTEVILLE, GEORGIA 30214
PROPOSAL #P856
REFERENCE: FUEL DISPENSER REPLACEMENT

October 9, 2012

Proposals will be received at the above address until 3:00 p.m. Tuesday, November 6, 2012 in the **Purchasing Department, Suite 101**. Proposals will be opened at approximately 3:00 p.m., November 6, 2012 and the names of the companies that responded will be read. Proposals must be signed to be considered. Late proposals will not be considered. Faxed/Emailed proposals will not be considered.

If this request for proposal is downloaded from our web site, it is the responsibility of the individual or company that downloads this request for proposal to continue to check the Fayette County web site for any addenda that might come out for this request for proposal and are posted on the Fayette County web site. Fayette County shall not be responsible for any information that any individual or company fails to get in an addendum that is posted on the Fayette County web site but is not downloaded. However, if the Fayette County Purchasing Department mails the request for proposal to a company or individual, we will keep a record of who we mailed that request for proposal to and all addenda for that request for proposal will also be mailed to those companies or individuals.

Note: The name of the companies that respond to this request for proposals will be posted on the Fayette County website within 3 business days after the proposal opening.

There is no set time for an award to be made, as the proposals have to be evaluated, some presentations may be required, and a recommendation has to be prepared and then scheduled to go before the Board of Commissioners for consideration by the Board. If an award is not made within 60 days of the proposal opening, an update will be posted on the Fayette County website.

If the Board awards this proposal, once everything has been received by that company and the award has been completed, that information will also be posted on the Fayette County website. Please keep this procedure in mind.

If you do not submit a proposal, please indicate in writing your reason(s) why and return that information to the Purchasing Department. Failure to do so may cause your company's name to be removed from the bidders list, as the information is needed for our files.

The County reserves the right to reject or accept any or all proposals and to waive technicalities, Informalities and minor irregularities in proposals received.

Sincerely,



Ted L. Burgess
Director of Purchasing

TLB/tcb

GENERAL TERMS AND CONDITIONS

1. **Definitions:** The term "contractor" as used herein and elsewhere in the Terms and Conditions shall be used synonymously with the term "successful offeror." The term "county" shall mean Fayette County, Georgia.
2. **Preparation of Offers:** It shall be the responsibility of the offeror to examine specifications, scope of work, and all instructions that are part of this request for proposal. Failure to observe any of the instructions or conditions in this request for proposal may result in rejection of the offer.

All of the specifications and information contained in this request for proposal, unless specifically excepted in writing by the offeror and such exceptions being included with the offer, will form the basis of the contract between the successful offeror and the county. The offeror should take care to answer all questions and provide all requested information.

3. **Submission of Offers:** Offerors must submit their proposal, along with any amendments issued by the county, in a sealed opaque envelope with the following information written on the outside of the envelope:
 - a. The offeror's company name,
 - b. The Request For Proposals (RFP) number, which can be found in the cover letter to the request for proposals document or on the web site, and
 - c. The "reference" which identifies the proposal, which can be found in the cover letter or the web site.

Mail or deliver one (1) unbound original bid (paperclip or binder clip acceptable), signed in ink by a company official authorized to make a legal and binding offer, and three (3) copies, to:

Fayette County Government
Purchasing Department
140 Stonewall Avenue West, Suite 101
Fayetteville, GA 30214

Attention: Contracts Administrator

4. **Timely Receipt:** Offers not received by the time and date of the scheduled proposal opening will not be considered, unless the delay is a result of action or inaction of the county.
5. **Open Offer:** The offer, once submitted and opened, shall remain open for acceptance for a period of at least ninety days from the date of the opening unless this time-frame is specifically excepted to in your offer.
6. **Corrections or Withdrawals:** The offeror may correct a mistake, or withdraw a proposal before the proposal opening date by sending written notification to the Director of Purchasing. Proposals may be withdrawn after the opening only with written authorization from the Director of Purchasing.

The county reserves the right to waive any defect or irregularity in any proposal received.

In case of discrepancy between the unit price and the extended or total price, the unit price shall prevail.

7. **Evaluation of Offers:** The evaluation of offers and the determination as to acceptability of services offered shall be the responsibility of the county. Accordingly, to insure that sufficient information is available, the offeror may be required to submit literature, samples, or other information prior to award.

8. **Partial Award:** The county reserves the right to make award by field, by group of fields, by any combination of fields, or by lump sum award. The award will be made in the best interest of the county. Respondents may restrict their proposals to consideration of a lump sum award or other restriction only by so indicating on the pricing sheet or the "Exceptions to Specifications" sheet included in the request for proposals. Respondents who do not restrict consideration of their proposal in this manner shall be expected to accept any portion of the proposal awarded.
9. **Non-Collusion:** By responding to this request for proposals, the offeror shall be deemed to have represented and warranted that the proposal is not made in connection with any other offeror submitting a separate response to this request for proposals, and is in all respects fair and without collusion or fraud.
10. **Ability To Perform:** The offeror may be required, upon request, to provide to the satisfaction of the county that he/she has the skill, experience and the necessary facilities, as well as sufficient financial and human resources, to perform the contract in a satisfactory manner and within the required time. If the available evidence is not satisfactory to the county, the county may reject the offer.
11. **Notice to Proceed:** The County shall not be liable for payment of any work done or any costs incurred by any offeror prior to the county issuing a written notice to proceed.
12. **Patent Indemnity:** The contractor guarantees to save the county, its agents, officers, or employees harmless from liability of any kind for use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, for which the contractor is not the patentee, assignee or licensee.
13. **Non-Assignment:** Assignment of any contract resulting from this request for proposal will not be authorized.

SPECIAL TERMS AND CONDITIONS

1. **Site Conditions:** Offerors are urged to visit the site to familiarize themselves with site conditions. Upon submission of an offer, it is understood that the offeror is acknowledging his acceptance of all site conditions.
2. **Arrears:** Proposals will not be accepted from any person, firm, or corporation who is in arrears in any debt or obligation to the county.
3. **Bid Bond:** You must include a bid bond equal to five percent (5%) of the total amount bid. Bid bonds shall be provided by a surety which appears on Georgia's list of approved sureties administered by the State Insurance Commissioner, or the U.S. Treasury's list of approved bond sureties (Circular 570).
4. **Performance and Payment Bonds:** Bids shall include a letter stating that the bidder can and will provide performance and payment bonds, each equal to 100 percent of the contract value, upon being awarded the contract. Prior to execution of a contract, the successful bidder shall submit the bonds to the county, provided by a surety which appears on Georgia's list of approved sureties administered by the State Insurance Commissioner, or the U.S. Treasury's list of approved bond sureties (Circular 570).
5. **Insurance:** The successful offeror shall, without expense to the county, carry the following insurance, to be in effect throughout the term of the contract, in at least the amounts and limits set forth as follows:
 - **General Liability Insurance** \$1,000,000 combined single limit per occurrence, including bodily and personal injury, destruction of property, and contractual liability.

- **Automobile Liability Insurance:** \$1,000,000 combined single limit each occurrence, including bodily injury and property damage liability
- **Worker's Compensation:** Workers Compensation as required by Georgia statute

A copy of the certificate of insurance should be submitted with your offer. No award will be made until proof of the insurance coverage is submitted. The certificate shall list an additional insured as follows:

Fayette County Board of Commissioners
140 Stonewall Avenue West
Fayetteville, GA 30214

6. **Indemnification:** The successful offeror shall defend, indemnify and save the county and all its officers, agents and employees harmless from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful offeror, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. The successful offeror shall pay any judgment with cost which may be obtained against the county growing out of such injury or damages.
7. **References:** Offerors shall submit with proposals a list of three (3) jobs the offeror has done that are of the same or similar nature to the work described herein. For each job listed include a brief description of the work, a contact person, mailing address, valid telephone number and the date job was completed.

**Bidder's Affidavit
Of Compliance with the Georgia Security and Immigration Compliance Act**

By executing this affidavit, the undersigned bidder verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is bidding to contract with Fayette County has registered with, and is authorized to use, the federal work authorization verification program [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603].

The undersigned bidder agrees that it is using, and will continue to use, the federal work authorization program throughout the contract period.

The undersigned bidder further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this proposed contract with Fayette County, bidder will secure from such contractor(s) similar verification of compliance with O.C.G.A. 13-10-91. Bidder further agrees to maintain records of such compliance and provide a copy of each such verification to Fayette County at the time the subcontractor(s) retained to perform such service.

E-Verify or other User Identification Number

BY: Authorized Officer or Agent
(Bidder's Name)

Date

Title of Authorized Officer or Agent of Bidder

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF _____, 20____

Notary Public
My Commission Expires:

**Fayette County, Georgia
Checklist of Required Documents**

(Please Return This Checklist with Your Proposal)

Be sure to include with your proposal:

- Bidder's Affidavit – *Ga. Security & Immigration Compliance Act* _____
- Bid Bond _____
- Letter of performance and payment bonds provision _____
- Insurance Certificate _____
- Pricing sheet _____
- List of exceptions, if any – on the form provided _____
- Company information – on the form provided _____
- References – on form provided _____

COMPANY NAME: _____

FUEL DISPENSER REPLACEMENT

REPLACEMENT OF GASOLINE DISPENSERS

Fayette County, Georgia is seeking proposals for the replacement of two existing gasoline dispensers. As noted below, respondents are encouraged to submit proposals with and without Stage II vapor recovery equipment.

THE PROPOSAL SHALL INCLUDE:

1. Make and model of the dispensers being proposed.
2. Detailed specifications on the make and model of dispensers being proposed.
3. Scope of work being proposed.
4. Available start date and projected time to complete work.
5. Warranty information on proposed equipment and labor.
6. Available extended warranty, if any.
7. References including experience with Fuel Master Fuel Management Systems.
8. Proposed price information.

GENERAL INFORMATION

The Fayette County Fleet Maintenance fuel island is currently equipped with;

- Two hose diesel fuel dispenser;
- Two hose gasoline dispensers, with Stage II vapor recovery; and
- Two hose propane dispenser.

These dispensers are controlled and monitored by a Fuel Master Fuel Management System.

GENERAL SCOPE OF WORK TO BE PERFORMED

- Obtain all necessary local, state, and federal permits.
- Remove and replace two gasoline dispensers with new dispensers.
- Remove and replace diesel fuel dispenser with current gasoline dispenser labeled for hoses #5 & #6.
- Dispose of all old equipment and parts.

WARRANTY

The responding companies shall provide the maximum standard warranty for equipment being proposed. Clearly indicate all terms and conditions of the coverage. In addition to the manufacturer's standard warranty, responding companies may offer an extended warranty. Extended coverage shall be proposed as an option and attached to the proposal. The successful responding company shall be responsible to perform warranty work during the warranty period as applicable.

MANUALS

The successful respondent shall provide upon delivery/completion of work, one copy of the owner/operator/installation manual for each piece of new equipment being proposed.

DELIVERY/COMPLETION OF WORK

The successful respondent shall upon completion of work, perform or provide data certifying all applicable Federal and/or GA EPD (Georgia Environmental Protection Division) regulatory test have been conducted and completed with passing results. (Stage II certification, etc.).

SPECIFICATIONS

- Two (2) Single product electronic dual hose dispensers.
- Four (4) ¾ Healy Stage II Whip Hose or equivalent.
- Four (4) ¾ Healy Stage II Breakaway or equivalent.
- Four (4) ¾ X 12' Standard Healy Stage II Hose or equivalent.
- Four (4) Healy Stage II Unleaded Nozzle or equivalent.

Dispensers shall be equipped with Pulse Outputs, External Filter Kits, and HealyVac – Vapory Recovery or equivalent.

ADDITIONAL INFORMATION

There will be a mandatory pre-proposal meeting at the job site, 115 McDonough Rd. Fayetteville, GA. 30215 at 2:00pm, Tuesday, October 23, 2012.

Fayette County is aware that consideration is being given to repeal regulations regarding Stage II Vapor Recovery. Therefore, as an option, respondents shall include a separate proposal for replacing the dispensers "without Stage II Vapor Recovery equipment".

PROPOSALS WILL BE EVALUATED AND AWARDED BASED ON THE FOLLOWING CRITERIA;

1. Features and specifications of dispensers.
2. Total proposed delivery price.
3. Warranty.
4. Respondents experience with Fuel Master Fuel Management System Components.
5. Compliance with RFP scope of work.
6. Available start date and projected time to complete work.

EXCEPTIONS TO SPECIFICATIONS

[illegible]

COMPANY NAME _____

PRICING SHEET

DESCRIPTION	TOTAL PROPOSED AMOUNT
REPLACEMENT OF TWO EXISTING GASOLINE DISPENSERS <u>WITH</u> STAGE II VAPOR RECOVERY EQUIPMENT	

NOTE: ALL APPLICABLE CHARGES SHALL BE INCLUDED IN YOUR TOTAL PROPOSED AMOUNT; INSTALLATION, MATERIALS, EQUIPMENT, LABOR, ETC. NO ADDITIONAL CHARGES WILL BE ALLOWED TO BE ADDED AFTER THE PROPOSAL OPENING.

STATE PAYMENT TERMS _____

STATE TIME NEEDED TO COMMENCE WORK AFTER NOTIFICATION TO PROCEED IS

RECEIVED: _____
(JOB COMPLETION TIME WILL BE A FACTOR IN THE AWARD.)

STATE TIME NEEDED TO COMPLETE ALL WORK AFTER NOTIFICATION TO PROCEED:

(JOB COMPLETION TIME WILL BE A FACTOR IN THE AWARD.)

WARRANTY _____

COMPANY NAME: _____

PRICING SHEET

DESCRIPTION	TOTAL PROPOSED AMOUNT
REPLACEMENT OF TWO EXISTING GASOLINE DISPENSERS <u>WITHOUT</u> STAGE II VAPOR RECOVERY EQUIPMENT	

NOTE: ALL APPLICABLE CHARGES SHALL BE INCLUDED IN YOUR TOTAL PROPOSED AMOUNT; INSTALLATION, MATERIALS, EQUIPMENT, LABOR, ETC. NO ADDITIONAL CHARGES WILL BE ALLOWED TO BE ADDED AFTER THE PROPOSAL OPENING.

STATE PAYMENT TERMS _____

STATE TIME NEEDED TO COMMENCE WORK AFTER NOTIFICATION TO PROCEED IS

RECEIVED: _____
(JOB COMPLETION TIME WILL BE A FACTOR IN THE AWARD.)

STATE TIME NEEDED TO COMPLETE ALL WORK AFTER NOTIFICATION TO PROCEED:

(JOB COMPLETION TIME WILL BE A FACTOR IN THE AWARD.)

WARRANTY _____

COMPANY NAME: _____

RESPONDENTS'S QUALIFICATION SHEET – PROPOSAL #P856

Please list three (3) references of current or very recent customers who can verify the quality of service your company provides. Projects of similar size and scope are preferred.

REFERENCE ONE

Government/Company Name _____

City _____

Contact Person and Title _____

Phone _____ Contract Period _____

Scope of Work _____

REFERENCE TWO

Government/Company Name _____

City _____

Contact Person and Title _____

Phone _____ Contract Period _____

Scope of Work _____

REFERENCE THREE

Government/Company Name _____

City _____

Contact Person and Title _____

Phone _____ Contract Period _____

Scope of Work _____

INFORMATION PAGE

Company_____

Authorized Representative_____

(Print or Type)

Authorized Representative_____

(Signature)

Title_____

Physical Address Of Business_____

Mailing Address(If Different)_____

Telephone Number: () _____

Cellular Number: () _____

Fax Number: () _____

Email Address:_____

If you do not submit a proposal, please indicate in writing your reason(s) why and return that information to the Purchasing Department. Failure to do so may cause your company's name to be removed from the bidders list, as the information is needed for our files.